

GENERAL MANAGEMENT EVALUATION RECOMMENDATION TRACKING SYSTEM

#	Report Section:	Worksheet Title:	Recommendation:	Assigned To:	Action Taken:	Date Taken:
NV-1	O	Filed Office Organization Structure	Conduct an organizational review to evaluate the BLM-Nevada field office substructure. Consider current and anticipated workload and workforce changes and limits on the availability of certain skills in the organizational review.	Dennis Williamson	A discussion of this recommendation was conducted at the June 2005 SLT meeting. A decision was reached to conduct a thorough review by all SLT members. A follow-up meeting was held on 15 December, an updated Target Table of Organization is due on January 31, 2006 which will be coupled with the workforce planning efforts scheduled to be completed in late March 2006. Update: An updated Table of Organization has been completed. Workforce Planning may not be conducted this FY per the Washington Office. Alternatives are being discussed. Anticipated completion: July,	Delayed
NV-1	O	Filed Office Organization Structure	Take appropriate action to improve organization effectiveness, supervision (including span of control) and accountability.	Dennis Williamson/ Gail Givens	A discussion of this recommendation was conducted at the June 2005 SLT meeting. A decision was reached to conduct a thorough review by all SLT members. A follow-up meeting was held on 15 December, an updated Target Table of Organization is due on January 31, 2006 which will be coupled with the workforce planning efforts scheduled to be completed in late March 2006. Update: An updated Table of Organization has been completed. Workforce Planning may not be conducted this FY per the Washington Office. Alternatives are being discussed. Anticipated completion: July,	Delayed
NV-2	O	State Office Division of Resources Organization Structure	Define the roles and responsibilities, duties, expectations and priorities of the program leads within the Division.	State Office DSDs	A model roles and responsibilities statement was developed and exported to the State Office DSDs. Each Division has adapted the model as appropriate for their area.	Completed February 2006
NV-3	O	State Office Division of Support Services Organization Structure	Clearly articulate to employees how the new organizational structure within the BLM-Nevada Division of Support Services meets the State Director's goal of providing high quality customer service.	Bob Scruggs	The Division Leadership Team met in early December and developed a draft vision statement for the Division of Support Services. An all Division Meeting was held on January 11, 2006, to discuss with all Division employees the vision for the Division. Since last October, we have been developed goals and objectives for each Branch within the Division along with action items for FY 06 thru 08. In addition a "service catalog" outline was developed outlining services provided by the Division. This document will help us to educate our customers on the services we provide. Goals and objectives have been identified for each Branch. Service Catalogs for the Branches are being completed.	Completed March 2006
NV-3	O	State Office Division of Support Services Organization Structure	Evaluate the new organizational structure to determine the effectiveness of working relationships, clarity of roles and responsibilities, level of customer services, and adequacy of supervisory span of control. Involve employees in the evaluation to ensure the structure is meeting their needs as well as the overall effectiveness of the Division.	Bob Scruggs	In June, a Target table of Organization was developed to address organizational needs consistent with current and future budgets. This process is on-going with an update scheduled for completion by January 31, 2006. Clarity of roles has been addressed by updating position descriptions and one-on-one meetings with employees.	Completed February 2006
NV-3	O	State Office Division of Support Services Organization Structure	Assess the need for clearly defined leadership for the Branch of Geographic Services, Geographic Science Section.	Bob Scruggs	The Branch of Geographic Sciences submitted a reorganization plan that addressed leadership positions within the Branch. The plan was approved and is currently being implemented. All vacant leadership positions have been filled.	Completed February 2006
NV-4	L	Leadership Opportunities	Continually reinforce the BLM- Nevada vision, mission, and values internally and externally. Articulate the need for all employees to work collectively in a positive manner despite the heavy workload demands and intense political pressures.	Juan Palma/ Dennis Williamson	A discussion of this recommendation was conducted at the June & Nov 2005 SLT meetings. This recommendation is a key component of the leadership training scheduled for each FO and the SO in Feb through Mar 05. Situational Leadership II Training is complete for all BLM Nevada Permanent Fulltime Supervisors.	Completed March 2006

NV-4	L	Leadership Opportunities	Evaluate how work at both a strategic and tactical level and articulate to the workforce a strong message that the leadership structure, focus, and energy will carry the state forward regardless of challenges and changes they face.	Juan Palma/ Dennis Williamson	A discussion of this recommendation was conducted at the June & Nov 2005 SLT meetings. This recommendation is a key component of the leadership training scheduled for each FO and the SO in Feb through Mar 05. Situational Leadership II Training is complete for all BLM Nevada Permanent Fulltime Supervisors.	Completed March 2006
NV-4	L	Leadership Opportunities	Broaden efforts to work across jurisdictional boundaries in addressing skill needs, workload demands, and leveraging capacity.	Juan Palma/ DennisWilliamson	A discussion of this recommendation was conducted at the June 2005 SLT meeting. A decision was reached to conduct a thorough review by all SLT members. A follow-up meeting was held on 15 December, an updated Target Table of Organization is due on January 31, 2006 which will be coupled with the workforce planning efforts scheduled to be completed in late March 2006. Update: An updated Table of Organization has been completed. Workforce Planning may not be conducted this FY per the Washington Office. Alternatives are being discussed. Anticipated completion: July, 2006. In addition to this effort BLM NV has instituted a Position Management Committee to coordinate all hires of permanent fulltime employees and SCEPs that is charged with looking across jurisdictional boundaries to share skilled resources to leverage these skills to maximize the utility of our labor force.	Delayed
NV-4	L	Leadership Opportunities	Emphasize the need to develop leadership skills at all levels of the organization with an emphasis on skills critical to Nevada such as communications building coalitions, leading change, and leading people.	Dennis Williamson	This recommendation has been a topic of discussion at our Table of Organization meetings and will be a topic during our scheduled leadership training for all BLM NV permanent Managers and Supervisors in Nevada. Situational Leadership II Training is complete for all BLM Nevada Permanent Fulltime Supervisors.	Completed March 2006
NV-6	L	Priority Articulation and Implementation	Agree on and articulate top BLM- Nevada priorities to all employees (State Leadership Team). Articulate priorities often and through a variety of media including internal electronic messages, public announcements, awards, all	Amy Lueders/ Jo Simpson	IB 2006-22 was issued February 28, 2006. It provides BLM-Nevada priorities and messages and methods for delivering them. Field Managers are directed to develop local priorities and messages that tier off the state IB.	Completed February 2006
NV-6	L	Priority Articulation and Implementation	Tier specific state and field office priorities to national priorities (State Leadership Team).	Amy Lueders/ Jo Simpson	IB 2006-22 was issued February 28, 2006. It provides BLM-Nevada priorities and messages and methods for delivering them. Field Managers are directed to develop local priorities and messages that tier off the state IB.	Completed February 2006
NV-6	L	Priority Articulation and Implementation	Tier specific program priorities to the state priorities (State Office Program Lead)	Amy Lueders/ Jo Simpson	IB 2006-22 was issued February 28, 2006. It provides BLM-Nevada priorities and messages and methods for delivering them. Field Managers are directed to develop local priorities and messages that tier off the state IB.	Completed February 2006
NV-6	L	Priority Articulation and Implementation	Tier specific Field Office priorities are used to guide decisions on workload conflicts and operational spending (all managers and supervisors).	Amy Lueders/ Jo Simpson	IB 2006-22 was issued February 28, 2006. It provides BLM-Nevada priorities and messages and methods for delivering them. Field Managers are directed to develop local priorities and messages that tier off the state IB.	Completed February 2006
NV-6	L	Priority Articulation and Implementation	Ensure priorities are used to guide decisions on workload conflicts and operational spending (all managers and supervisors)	Amy Lueders/ Jo Simpson	IB 2006-22 was issued February 28, 2006. It provides BLM-Nevada priorities and messages and methods for delivering them. Field Managers are directed to develop local priorities and messages that tier off the state IB.	Completed February 2006
NV-7	L	Employee Orientation and Development	Welcome new employees to BLM-Nevada and provide sufficient orientation and development training. Employ a systematic approach to employee orientation and development programs to emphasize their priority and ensure participation.	Dennis Williamson	BLM Nevada developed a new employee orientation program. Prior to putting the plan into place, NTC was consulted. We were advised that NTC was preparing a Bureau-wide program for new employee orientation, and that we should stand-by. To date we have not seen anything from NTC.	On Hold
NV-8	C	Perception of Unfunded Positions	Deliver a clear, concise, and uniform message to all employees at both the State and Field Office levels that will address the issues of funding for onboard personnel.	Jo Simpson/ Bob Scruggs	IB 2006-22 was issued February 28, 2006. It provides BLM-Nevada priorities and messages and methods for delivering them. Field Managers are directed to develop local priorities and messages that tier off the state IB.	Completed February 2006

NV-9	C	Informal National Office Direction and Guidance	Advise upper management when unofficial work requests (especially fire and IT related) are received to ensure that they can coordinate and negotiate workload requests with the appropriate national staff.	Bob Scruggs	Nevada State Office DSDs and Office Chiefs will try and improve and manage the unofficial and official work requests that are going to the Field Offices. Upper management will be advised of such requests per the SLT conference calls in addition to written correspondence. Coordination and negotiation relating to the workload requests will not only occur between State Office and the Field, but also with the National Office leads. In some cases the direction is coming through the Department prior to us even receiving it from the Bureau, which again requires that information flow to the State Director and Associate State Director. The DSD for Support Services has implemented a tracking system to evaluate the number & kinds of requests being made to better quantify the	In Process
NV-10	C	Frequency and Quality of Meetings	Assure that functional groups within the Field Offices communicate regularly. Emphasize opportunities to improve process and program effectiveness through internal coordination and communication.	Field Office Managers	This recommendation has been a topic of discussion at our Table of Organization meetings and will be a topic during our scheduled leadership training taking place at each FO and the SO for all BLM NV permanent Managers and Supervisors. Situational Leadership II Training is complete.	Completed March 2006
NV-11	P	Program Management Issues	Ensure that appropriate staff develops BPS and MIS/ FBMS skills training (State Leadership Team).	Amy Lueders/ Bob Scruggs	On-going training is provided to BPS and MIS users. Each office provides this training on an as-needed basis. A training plan will be developed for the State when the National FBMS training strategy is available. On-hold pending further directions regarding FBMS.	In Process
NV-11	P	Program Management Issues	Communicate the budget and priority setting process to all employees at the state and field levels (State Leadership Team).	Amy Lueders/Bob Scruggs	The Nevada Budget Strategy Team membership includes representatives from each field office and meets 2 to 3 times each year. This team recommends budget strategies to the State Leadership Team. Each team member has a role of sharing outcomes of all meetings with their offices. The meeting notes from all meetings are posted to a state wide shared budget folder. Priority setting is handled at the State Leadership level with input from the NV Budget Strategy Team. Completed, however, this activity will continue into the foreseeable future.	Completed March 2006
NV-13	P	Field Office Consistency	Evaluate and ensure more consistent implementation of State and Field Office policies and procedures.	Del Fortner (focus on NEPA first)	NEPA consistency Project - The Minerals DSD has interviewed FO managers and met with the Resources DSD to discuss NEPA consistency issues. Agreement was reached to conduct a TPR. The schedule was issued in IM NV-2006-037, Attachment 4. The TPR is scheduled for April and May of 2006.	In Process
NV-13	P	Field Office Consistency	Validate the existence and extent of the reported inconsistencies	Del Fortner (focus on NEPA first)	NEPA consistency Project - The Minerals DSD has interviewed FO managers and met with the Resources DSD to discuss NEPA consistency issues. Agreement was reached to conduct a TPR. The schedule was issued in IM NV-2006-037, Attachment 4. The TPR is scheduled for April and May of 2006.	In Process
NV-14	P	State Office Branch of Human Resources	Finalize the approved target table of organization and provide it to the State Leadership Team.	Dennis Williamson	Discussions at the SLT level are continuing regarding the "finalized Table of Organization". Anticipated completion date: January 31, 2006.	Jan 2006 Completed

NV-15	P	Science Program	Proactively direct staff across organizational/ pragmatic lines to work together to develop and implement research projects that will benefit BLM- Nevada and other western BLM states. Continue to involve managers and field staff at all levels of project development and implementation.	Mike Pellant/ Nora Devoe	We have identified two options to share information between researchers and managers and field staff. We expect to select one of these options by February 24, 2006. One would be to use the existing Coordinated Intermountain Research Project annual meeting, adding a BLM-focused session. The purpose would be to share information and raise awareness, increase coordination, and get field input into what science is needed or useful. The other alternative would be to organize our own tech-transfer day each year, with the location be rotated among the state and field offices to showcase field efforts. Starting in January 2006, a list of relevant science meetings will be distributed semiannually to the field office GBRI/CESU contacts so that the field offices are aware of science offerings potentially of interest to them.	In Process
NV-15	P	Science Program	Establish an effective forum for researchers to share results with managers and field staff annually. Managers and researchers need to continually communicate to the field staff how the current research	Mike Pellant/ Nora Devoe	We have identified two options to share information between researchers and managers and field staff. We expect to select one of these options by February 24, 2006. One would be to use the existing Coordinated Intermountain Research Project annual meeting, adding a BLM-focused session. The purpose would be to share information and raise awareness, increase coordination, and get field input into what science is needed or useful. The other alternative would be to organize our own tech-transfer day each year, with the location rotated among the state and field offices to showcase field efforts. Starting in January 2006, a list of relevant science meetings will be distributed semiannually to the field office GBRI/CESU contacts so that the field offices are aware of science offerings potentially of interest to them.	In Process
NV-15	P	Science Program	Field offices need to carry through on implementation projects agreed to through formal agreements and funding sources.	Mike Pellant/ Nora Devoe	Mike Pellant is coordinating field office efforts in the JFS-FFS program for Idaho and Oregon. Nora Devoe is coordinating for Nevada and Utah. They have regular communication among the researchers, field and state office personnel to ensure that BLM employees understand our obligations under this program and operate on schedule to fulfill our commitments. Devoe is the CESU Assistance Representative and reviews all CESU task orders with respect to obligations of BLM and cooperators. She ensures that these are clearly stated, and reminds the parties of their commitments as necessary. Any issues arising around field office fulfillment of research commitments will be communicated first to the Field Office Manager and then to the DSD Resources of the Associate State Director as necessary if they cannot be resolved between the CESU Assistance Representative or GBRI Coordinator and field office personnel.	In Process